Advancement Handbook
for
Cryptologic Technician
Administrative (CTA)

This Advancement Handbook was developed in August 1999.

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PREFACE

The purpose of the Advancement Handbook is to assist CTAs in preparing for Navywide advancement-in-rating examinations. The bibliographies (BIBs), together with this handbook, form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the CTA rating, it helps focus study on those areas that will be tested. This feature ensures Sailors will get the most out of their study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references required to perform each skill, and the types of subject areas you can expect on the examination. The skill statements describe the skills you are expected to perform for each paygrade. They are cumulative; that is, you are responsible for all the skills for the paygrade for which you are competing, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed by CTAs. As a result, advancement examinations may contain questions more detailed than described in the "Exam Expectations" section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations, we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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Part 1

Advancement Handbook for CTA3

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Information Systems (IS) Operations**
A *skill* you are expected to perform from the General Skill Area above:	Identify procedures used to create files and folders. Update files and folders, Delete data files and folders. Develop standardized IS file management procedures. Set up computer equipment.
Knowledge you should have to perform this skill:	• Basic IS operations within an administrative office
References you should study to gain the knowledge you need to perform this skill:	• DIAM 50-4 • Joint DODIIS/Cryptologic SCI Information Systems Security Standards • NETG Course 12089
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the steps used to create, update, and delete files, and on the procedures used to set up computer equipment.

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Security**
A *skill* you are expected to perform from the General Skill Area above:	Mark and handle controlled unclassified information and SCI material. Change combination locking devices. Explain security and emergency action plan (EAP) destruction procedures. Conduct and document destruction of controlled unclassified information and accountable SCI material. Conduct security check of workstations and equipment. Prepare classified material for handcarrying and shipment via approved methods. Identify threats, compromises, and security violations. Record clearances and special purposes accesses. Explain the need-to-know principle. Create and delete passwords safeguarding personal computers. Conduct virus scans of disk and hard drives. Update and maintain personnel security files.
Knowledge you should have to perform this skill:	• Requirements for changing and recording security container combinations • Security containers structural integrity requirements • Classification marking guidelines • Classified material destruction procedures • Procedures for transporting classified material • Practices dangerous to security • Security clearance access levels • Procedures for safeguarding personal computers • Maintenance of personnel security files • End-of-day security procedures

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Security**
References you should study to gain the knowledge you need to perform this skill:	- DIAM 50-4 - DOD 5200.33-R - NAVSECGRUINST 5510.7C - NAVSUPP to DOD 5105.21 (M-1) - NSGTP Module 11 - SECNAVINST 5510.30A - SECNAVINST 5510.36
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Information Operations/Information Assurance**
A *skill* you are expected to perform from the General Skill Area above:	Update United States Signals Intelligence Directives (USSIDs). Obtain information using the Internet.
Knowledge you should have to perform this skill:	• USSID maintenance procedures and sources for collecting information using the Internet
References you should study to gain the knowledge you need to perform this skill:	• NETG COURSE 12699 • SECNAVINST 5215.1C
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Communications**
A *skill* you are expected to perform from the General Skill Area above:	Operate secure telephone units. Transmit and receive information via secure and unclassified facsimile equipment. Transmit and receive electronic data (e-mail, Internet,LAN, WAN, WEB).
Knowledge you should have to perform this skill:	• Knowledge of approved procedures used to operate various communications systems • Knowledge of various software applications used
References you should study to gain the knowledge you need to perform this skill:	• NSGTP Module 11 • SECNAVINST 5510.36 • SECNAVINST 5216.5D
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions related to STU-IIIs, e-mail procedures, and facsimile equipment operations.

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Software Applications**
A *skill* you are expected to perform from the General Skill Area above:	Use word processing and file manager software. Use database management systems. Perform computer system operations in integrated software environment. Prepare controlled unclassified and SCI messages. Update WEB pages. Load software applications. Execute utility function programs.
Knowledge you should have to perform this skill:	• Standard naval message formats and software applications (Microsoft Access, Excel, PowerPoint, MTF (DMS)
References you should study to gain the knowledge you need to perform this skill:	• NETG Course 12089 • NETG Course 12822 • NETG Course 12699 • NETG Course 71041 • NETG Course 71051 • NTP 3(J)
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**General Administration**
A *skill* you are expected to perform from the General Skill Area above:	Type, route, and file smooth correspondence. Prepare and maintain daily calendar. Prepare Plan of the Week. Update recall roster. Maintain correspondence action tickler. Prepare and review instructions, notices, and publications. Type, mail, and file personnel performance evaluations, fitness reports, summary letters, muster reports, temporary additional duty orders, travel claims, and awards. Complete advancement examination worksheet. Code, file, and dispose of record and non-record materials.
Knowledge you should have to perform this skill:	- Standard naval correspondence format - Standard naval office procedures - Performance evaluations and fitness reports format - Guidelines and timelines for submission of awards - Temporary additional duty orders processing procedure - Requirements for forwarding area clearance request - Requirements for advancement or change in rate
References you should study to gain the knowledge you need to perform this skill:	- BUPERSINST 1430.16 - BUPERSINST 1610.10 - NAVSECGRUINST 1650.9D - NAVSECGRUINST 5200.5A - NAVPERS 15560C - NAVPERS 15909F - NSGTP Module 26 - SECNAVINST 5210.11D - SECNAVINST 5213.10D - SECNAVINST 5215.1C - SECNAVINST 5216.5D

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**General Administration**
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA3

General CTA3 *Skill Area*	**Special Security Officer (SSO)**
A *skill* you are expected to perform from the General Skill Area above:	Type SSO indoctrinations, debriefs, non-disclosure agreements and messages. Assist in preparing SSBI/SSBI-PR and change of marital status reports. Issue and control SCI courier cards. Issue security identification badges. Explain procedures for sanitizing workstations and escorting non-SCI cleared personnel.
Knowledge you should have to perform this skill:	• SSO forms used for SCI-indoctrinated personnel. • SSO reporting requirements. • SCI courier card program. • Procedures for escorting non-SCI indoctrinated personnel.
References you should study to gain the knowledge you need to perform this skill:	• NAVSUPP to DOD 5105.21 (M-1) • NSGTP Module 11 • SECNAVINST 5510.30A
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Part 2

Advancement Handbook for CTA2

Advancement Handbook for CTA2

General CTA2 *Skill Area*	**Information Systems (IS) Operations**
A *skill* you are expected to perform from the General Skill Area above:	Perform IS operations including monitoring computer equipment setup and operations.
Knowledge you should have to perform this skill:	• Computer equipment setup and operation
References you should study to gain the knowledge you need to perform this skill:	• DIAM 50-4 • Joint DODIIS/Cryptologic SCI Information Systems Security Standards • NETG Course 12089
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures used in setting up computer equipment and in its basic operating procedures.

Advancement Handbook for CTA2

General CTA2 *Skill Area*	**Security**
A *skill* you are expected to perform from the General Skill Area above:	Prepare security violation reports. Develop and monitor physical security programs and information security (INFOSEC) policies. Prioritize material for destruction in accordance with the Emergency Action Plan (EAP). Monitor security checks of workstations and equipment. Monitor information systems virus countermeasures.
Knowledge you should have to perform this skill:	• Requirements for reporting security threats, compromises, and security violations • Methods of protection for classified material to include computers, telephones, and other messaging sending devices
References you should study to gain the knowledge you need to perform this skill:	• Joint DODIIS/Cryptologic SCI Information Systems Security Standards • NAVSECGRUINST 5510.7C • NSGTP Module 1 • NSGTP Module 11 • OPNAVINST 5530.14C • SECNAVINST 5510.36
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA2

General CTA2 *Skill Area*	**General Administration**
A *skill* you are expected to perform from the General Skill Area above:	Monitor and review instructions and notices, order publications, draft and review personnel performance evaluation, fitness, and counseling reports. Draft reports, awards, and correspondence.
Knowledge you should have to perform this skill:	• Standard naval format for drafting directives and correspondence • Requirements for submission of enlisted counseling, evaluation, and fitness reports • NAVSECGRU awards program
References you should study to gain the knowledge you need to perform this skill:	• BUPERSINST 1610.10 • NSGTP Module 26 • SECNAVINST 5215.1C • SECNAVINST 5216.5D
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions regarding the Navy evaluation and counseling system and the specifics of properly prepared instructions and notices.

Advancement Handbook for CTA2

General CTA2 *Skill Area*	**Special Security Officer (SSO)**
A *skill* you are expected to perform from the General Skill Area above:	Review SSBI/SSBI-PR forms. Maintain reinvestigation tickler. Conduct briefs (indoctrination, debrief, security, foreign travel, etc.). Prepare security access eligibility reports (SAER). Initiate local record checks for SCI access.
Knowledge you should have to perform this skill:	• SCI access program and procedures for granting and recording security clearances • Special security education training programs
References you should study to gain the knowledge you need to perform this skill:	• NAVSUPP to DOD 5105.21 (M-1) • NSGTP Module 11 • SECNAVINST 5510.30A
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Part 3

Advancement Handbook for CTA1

Advancement Handbook for CTA1

General CTA1 *Skill Area*	**Information Systems (IS) Operations**
A *skill* you are expected to perform from the General Skill Area above:	Forecast information systems requirements. Monitor command information systems file management procedures.
Knowledge you should have to perform this skill:	• Requirements of information systems operations and files
References you should study to gain the knowledge you need to perform this skill:	• Joint DODIIS/Cryptologic SCI Information Systems Security Standards • NSGTP Module 11
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA1

General CTA1 *Skill Area*	**Security**
A *skill* you are expected to perform from the General Skill Area above:	Implement INFOSEC awareness programs and coordinate security briefs. Investigate threats, compromises, and security violations. Monitor emergency destruction and material control for controlled unclassified information and SCI material. Prepare SCIF accreditation requests and checklists, and monitor action items. Develop emergency action plan (EAP).
Knowledge you should have to perform this skill:	• Minimum standards for operating facilities and equipment authorized for processing and storing classified material • Threat conditions imposed by terrorist activity • Priorities and phases of emergency evacuation and destruction of classified material
References you should study to gain the knowledge you need to perform this skill:	• DCID 1/21 • Joint DODIIS/Cryptologic SCI Information Systems Security Standards • NAVSECGRUINST 5040.1J • NAVSECGRUINST 5510.7C • NAVSUPP to DOD 5105.21 (M-1) • NSGTP Module 11 • SECNAVINST 5510.36
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA1

General CTA1 *Skill Area*	**General Administration**
A *skill* you are expected to perform from the General Skill Area above:	Draft correspondence (point papers, evaluations, counseling, award recommendations, briefings, and directives). Coordinate preparation of evaluations and fitness reports. Verify Enlisted Distribution Verification Report (EDVR).
Knowledge you should have to perform this skill:	• Procedures used to produce effective and efficient correspondence • Information contained in the EDVR and procedures for reporting changes
References you should study to gain the knowledge you need to perform this skill:	• BUPERSINST 1610.10 • EPMAC 1080#3 UM-01 • NAVSECGRUINST 1650.9D • SECNAVINST 5215.1C • SECNAVINST 5216.5D
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Advancement Handbook for CTA1

General CTA1 *Skill Area*	**Special Security Officer (SSO)**
A *skill* you are expected to perform from the General Skill Area above:	Monitor intelligence control markings and derivative classification markings. Deliver letters of intent to deny or revoke security clearances and assist with appeals. Monitor access control programs. Conduct personnel security interviews. Monitor courier card program. Prepare compelling need requests.
Knowledge you should have to perform this skill:	• Procedures and requirements for revoking, suspending, and restoring personnel security access • Policies and requirements for the protection, use, and dissemination of SCI for the DON's sensitive compartmented information security program
References you should study to gain the knowledge you need to perform this skill:	• NAVSUPP to DOD 5105.21 (M-1) • NSGTP Module 11 • SECNAVINST 5510.30A • SECNAVINST 5510.36
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from each of the areas listed under *Knowledge*.

Part 4

Advancement Handbook for CTAC

Advancement Handbook for CTAC

General CTAC *Skill Area*	**Security**
A *skill* you are expected to perform from the General Skill Area above:	Evaluate and enforce physical security, personnel security, operations security, (OPSEC), and information security (INFOSEC) programs.
Knowledge you should have to perform this skill:	• Requirements, instructions, and guidelines for security programs
References you should study to gain the knowledge you need to perform this skill:	• DIAM 50-4 • Joint DODIIS/Cryptologic SCI Information Systems Security Standards • NSGTP Module 11 • OPNAVINST 5530.14C • SECNAVINST 5510.30A • SECNAVINST 5510.36
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on personnel security, physical security, OPSEC, and INFOSEC.

Advancement Handbook for CTAC

General CTAC *Skill Area*	**General Administration**
A *skill* you are expected to perform from the General Skill Area above:	Release messages. Prepare budget submissions. Verify and update activity manning documents (AMD). Validate Enlisted Distribution Verification Report (EDVR) and Officer Distribution Control Reports (ODCR).
Knowledge you should have to perform this skill:	• Management level knowledge of general administration, billet structure, and the budget system
References you should study to gain the knowledge you need to perform this skill:	• BUPERSINST 1301.40 • EPMAC 1080#4 UM-01 • NAVPERS 15839I • NAVPERS 16000 (TFMMS) • NAVPERS 18068F • NTP 3 (J) • OPNAVINST 1000.16J
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions from the areas listed under *Knowledge*.

Appendix 1

References Used in This Advancement Handbook

BUPERSINST 1301.40
Format and Procedures for Validating the Officer Distribution Control Report (ODCR)

BUPERSINST 1430.16
Advancement Manual

BUPERSINST 1610.10
Navy Performance Evaluation and Counseling System

DCID1/21
Physical Security Standards for Sensitive Compartmented Information Facilities (SCIFs)

DIAM 50-4,
Security of Compartmented Computer Operations

DOD 5200.33-R
Department of Defense Directive, Defense Courier Service (DCS) Regulation

EPMAC 1080#4 UM-01
Enlisted Distribution and Verification Report Users' Manual

Joint DODIIS/Cryptologic SCI Information Systems Security Standards

NAVPERS 15560C
Naval Military Personnel Manual (MILPERSMAN)

NAVPERS 15839I
Manual of Navy Officer Manpower and Personnel Classifications

NAVPERS 15909F
Enlisted Transfer Manual (ENLTRANSMAN)

NAVPERS 16000
Total Force Manpower Management System (TFMMS)

NAVPERS 18068F
Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational
Standards

NAVSECGRUINST 1650.9D
NAVSECGRU Awards Manual

NAVSECGRUINST 5040.1J
Command Inspection Program

NAVSECGRUINST 5200.5A
Records Management and NAVSECGRU Archives

NAVSECGRUINST 5510.7C
Command Guidance for Emergency Action Plans (EAP)

NAVSUPP to DOD 5105.21 (M-1)
Navy Department Supplement to DOD Directive 5105.21-M-1, Department of Defense
Sensitive Compartmented Information Administrative Security Manual

NETG 11756
Integreater Express for Microsoft Office

NETG 12089
Introduction to PC's and Application Software

NETG 12822
HTML 4.0 Fundamentals

NETG 12699
Intro to the Internet and World Wide Web

NETG 71041
Microsoft PowerPoint 97

NETG 71051
Microsoft Access 97 Part 1

NSG Module 1
Naval Cryptology in National Security, NSGTP 683-01-00-97

NSG Module 11
SCI Security and Emergency Destruction, NSGTP 683-11-00-98

NSG Module 26
Module 26, Administrative Office Procedures, NSGTP 683-26-00-96

NTP 3 (J)
Telecommunication Users Manual

OPNAVINST 1000.16J
Manual of Navy Total Force Manpower Policies and Procedures

OPNAVINST 5530.14C
Navy Physical Security

SECNAVINST 5210.11D
Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes

SECNAVINST 5213.10D
Department of the Navy Forms Management Program

SECNAVINST 5215.1C
Department of the Navy Directive Issuance System

SECNAVINST 5216.5D
Department of the Navy Correspondence Manual

SECNAVINST 5510.30A
Department of the Navy Personnel Security Program

SECNAVINST 5510.36
Department of the Navy (DON) Information Security Program (ISP) Regulation